

SUBJECT: Travel Management Services

FROM: broadcast@doc.gov

DATE: 2/28/05 10:37 a.m.

FOR: All DOC Employees (excluding PTO)

This message provides updated information concerning the Department's Travel Management Services and eTravel Service (eTS) task order award. In order to maintain our current travel management services while migrating to the new eTravel system, the Office of Administrative Services

has awarded a new task order to Navigant/Sato Travel, the Department's current travel service provider for Travel Management Center (TMC) services, effective March 1, 2005.

Employees should continue to process travel as they have in the past. There will be no interruption nor change in TMC services, including contact information (e.g., phone numbers, service locations, etc.).

Also,

the transaction prices for DOC employees will not change for the next three months. DOC managers and employees will be kept informed of any changes that may affect travel operations in the future.

Over the next several months, the Department will continue working with EDS (Electronic Data Systems) to begin deployment of the web-based On-line

Booking Engine (OBE), followed by the electronic Travel Authorization/Voucher System (TAVS) as appropriate. Additional information will be provided once a deployment schedule has been finalized.

For more information about this project, please see our website at:

<http://www.osc.doc.gov/oas/travel/default.htm>

You may also contact the program team at etravel@doc.gov or call Lynn Tovsen at 202-482-1818.

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